

TRUST WITHOUT A CASE

Description:

This screen is used to record payments of money not yet associated with a filed case or monies that will be sent to another court. A case must not be selected to use this option.

Reference:

Accounting Manual

Overview:

*If the court receives money and there has not been a case filed with the court, payment should be set up under the option **Trust Without A Case**. This allows the money to be tracked even though a case has not been filed with the court or may belong to another court. Once a case is filed with the court, the money can be transferred to the case, or it may be sent to another court that has the case.*

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Procedure/Computer Entry

1. From the Primary menu screen select **Cashiering!**

Primary Menu debrajoo

Exit! Case Party Cashiering! Accounting Maintenance Information Print Index! Lock Help

3RD DISTRICT COURT - SALT LAKE

Case Information

Case	Case Type	Last Name	First Name
<input type="text"/>	All	<input type="text"/>	<input type="text"/>
Citation	Social Security	Birth Date	Party
<input type="text"/>	<input type="text"/>	<input type="text"/>	All
Reference	Judge	Commissioner	Filing Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Change to Party

☐ Use 'Sounds Like' Search

Version Date: 10/18/2004 Clear Find Redo Previous Find

2. Enter password and select **Continue**.

User Verification

Login Name: debrajoo

Password:

Num Lock

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3. Select **Trust without a case**.

The cashiering screen must be cleared to select trust without a case.

The screenshot shows the 'Payments' window for user 'debrajoo'. The menu bar includes Filings, Links, History, Toolbox, Warnings, Journal, Cash Count!, and Print Index!. The form contains the following sections:

- Case Information:** Case Number (dropdown), Citation (text), Last Name (text), First Name (text), Payor (dropdown), LEA (text), and a Find button.
- Payment Options:** A table with columns for checkboxes, labels, and amounts.

	Balance Due	Recurring Payment
<input type="checkbox"/> Trust	\$	
<input type="checkbox"/> Civil Fee	\$	
<input type="checkbox"/> Fine/Forfeiture	\$	
<input type="checkbox"/> Miscellaneous	\$	
<input type="checkbox"/> Time Pay	\$	

Additional options: ☐ Cash Bond, Bonds Open \$; ☐ Cash Bail, Bail Open \$; ☒ Trust without a Case; ☐ Mail Payment; Amount to be Paid \$.
- Tender Options:** Cash, Check, Credit, and Credit Card, each with a dollar amount field. It also includes checkboxes for Add Note, Send Receipt to Printer, and View Receipt. For checks and credit cards, there are fields for Number, Type, Authorization, and Expiration Date.
- Buttons:** Clear, Undo, Payor, Non Cash Bond, Dispose Bail/Bond, A/R, Enter, and Exit.
- Footer:** A checked checkbox for 'Clear Case After Transaction' and a lock icon.

4. Enter password and select **Continue**.

The 'User Verification' dialog box shows the Login Name as 'debrajoo'. There is a Password field with a text cursor. At the bottom, there are 'Continue' and 'Exit' buttons, and a red 'Num Lock' indicator.

5. Enter the **amount received**, the **defendant's name** and all other known

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information that is available (address, social security number, DOB, OTN, drivers license.)

Trust without a Case

Amount \$ Judge Jail receipt number

Defendant

Last name Social security number

First name ☐ Disabled Birth date

Address Offense tracking number

City, St, Zip Drivers license number

Drivers license state

Payor (if other than defendant)

Last name Social security number

First name Drivers license number

Address Drivers license state

City, St, Zip ☐ Disabled

Payment description

Enter Exit

6. If the **payor/recipient** is different from the defendant, enter the **payor's/recipient's name** and **address**. If the money is to be sent to another court, enter the payor as the name of the other court and their address.
7. Enter the **Payment description**. Only the top line of this box will print on the check, so make the description concise. When using this field, enter the defendant's name, violation, court site, or any information that would be helpful to track this payment to a case or another court.
8. Select the **Enter** to record the payment in the cashier screen.